

CONFIDENTIAL

RMS

Chief, Supply Division/OL

7 JUN 1961

Chief, Records Management Staff/DDG

Security Check Sheet Holders

1. Some time ago, a new plastic, magnetized, "Security Check Sheet Holder" and its companion, an improved Check Sheet, Form 108 Test, which is good for four months instead of the conventional two, were conceived by [redacted] my staff and [redacted] PD/OL. Several prototype versions of these holders have been tested for many months by various offices, including the Building Planning Staff and the Office of Security.

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2. Such tests proved that these holders provide an eminently satisfactory, clean, secure, uniform, business-like means of attaching Security Check Sheets to safes and vaults. The holder and its related form are so designed as to be placed on the front of the safe drawer where they are readily visible at all times and much less apt to be disturbed than they now are on top of the safe. This is particularly essential for the new two drawer security files which will be used with the unitized steel office furniture in the new building.

3. The alternative to these holders is continued use of a variety of inefficient, unsightly and makeshift methods, all of which involve the use of scotch tape or masking tape to fasten either the form, or a "do-it-yourself" cardboard holder to the top, side or front of safes and vaults. These makeshift devices soon become dirty and dog-eared, deface the equipment upon which they are used, and contribute to other poor housekeeping practices. They are obviously inappropriate in the new building.

4. When procured in quantity, these new holders will cost approximately 50¢ each. They are expected to last a minimum of ten years. This is an amortized cost of only 5¢ per year. Usage and cost of forms will be cut in half. Component Security Officers and the Office of Security need handle only half as many pieces of paper. These benefits, including the savings in time employees need no longer spend in making up their own holders and then periodically cleaning the old, solidified tape off the safes, when coupled with the intangible benefits of improved housekeeping practices, will more than compensate for the cost of the holders. In addition to their stated use, records officers and others contacted in all three major components of the Agency indicate other potential uses for the holder such as:

- a. File copy charge-out holders to highlight unreturned files.

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- b. Labeling devices on the aisle ends of office shelf-files and Records Center shelving; also on the sides of all other types of metal shelving, bins, supply cabinet doors, etc.
- c. Housing for cheap, one-time, do-it-yourself, magnetized visual aids for briefings and training.

5. In view of the above, it is recommended that:

a. The Security Check Sheet Holder be established as a regular Agency stock item in the Agency Supply System for issue at this time to Headquarters Offices only. (Considerable interest has been shown in the holders and the check sheet by other agencies and it is contemplated that both will ultimately be standardized for optional Government-wide use and stocked in the Federal Supply System. At that time it is felt, their use could be expanded in this Agency [redacted] and Overseas.)

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b. An immediate procurement [redacted] holders be made from the developer of the prototype, Harfast, Inc. 2121 K Street, N.W., FE 3-4411; holders to be in accordance with the attached prototype, blueprint and specifications.

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c. An initial supply of [redacted] holders be delivered to the [redacted] on or before 1 September 1961. This will insure their availability for use in the new building when needed.

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Enclosures:
As specified

CONCURRENCES

Building Planning Staff

Office of Security

Date

Date

Mgt/S/RMS/FMB, [redacted] mb (7 June 1961)

[Handwritten signature]
6/7/61
Chief, RMS